



## Hutch Kids Board of Directors MINUTES

August 22nd, 2019 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Lauren Young, Lexi Harlow, Shannon Nagy, Andrea Perdue, Mary Minoo, Andy Firpo, Bruce Waltar, Jon Ladd (departed 5.12pm)

**Not present:** Joshua Rascon

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Regular session called to order at 4.40pm

### **Team Building Activity (4.40pm)**

- 1) Bruce shared a presentation on music for the August ice breaker
- 2) Volunteer for September - Lexi

### **Approval of Consent Agenda (4.48pm)**

- 1) Revised and approved July 2019 meeting minutes
  - a. **Andy moved to approve the July 2019 meeting minutes. Seconded by Mary. Approved (n=7). Motion passed.**

### **Pending "Action Items" from prior meeting(s) (4.49pm)**

- 1) None carried over from last month.

### **Announcement (Bruce, 4.49pm)**

- 1) Lisa Ta submitted her resignation from the board. Board Dev will describe plans for new member recruitment during committee updates.

### **Financial Summary Presentation (Jon, 4.50pm)**

The treasurer presented a brief summary of the HK finances for new members and as a refresher for all members.

- 1) Slides presented included information on HK income, expenditures and investments.
- 2) Hutch Kids Line Items
  - a. Described major and minor drivers of income and expenses over the past two years.
  - b. Described salaries and wage scale for staff.
  - c. Important to note that the way certain line items are coded in the budget have changed since the new ED joined HK.
- 3) Hutch Kids Financial Position

- a. Provided a summary of the HK bank accounts, current and fixed assets, operating expense reserve (1 month of expenses per HK financial policies), and PTO liability reserve.
- 4) Summary of FY19
  - a. Compared budgeted vs actual spends.
- 5) Outcomes and impacts of recent financial audit
  - a. Based on income, annual audits should occur going forward.
  - b. Motion related to this item discussed.
  - c. **Andrea moved to authorize an FY20 financial audit at expected cost of \$15K. Seconded by Lexi. Approved (n=7). Motion passed.**

#### **Executive Director Report (Shannon, 5.12pm)**

- 1) Shannon provided a summary of the HK grievances policy.
  - a. Parent Handbook contains process for escalation of grievances.
  - b. Board discussion: how frequent is grievance policy used?
    - i. First step involving parent-teacher discussions happens frequently.
    - ii. Following escalation steps are needed less often, and HK admin and teachers encourage use of policy when needed to ensure issues are being addressed and solved appropriately.
  - c. Board discussion: responsibility of board members to direct parents towards existing policies when approached by parents who may wish to discuss issues.
- 2) ED Dashboard
  - a. Accreditors pushed the 6month visit window back to Sept 1<sup>st</sup> through Mar. 1<sup>st</sup>.
    - i. They then give a 5-day window for when they will visit closer to the time.
  - b. Shannon working through some issues with accountants.
  - c. New contractor needed for Garden-to-Table program.
  - d. First early center closure for staff development occurred this month.
    - i. Went smoothly from an operational perspective and allowed teachers to get some much-needed classroom tasks completed.
    - ii. Age-level team meetings, and 1-hour staff meeting.
    - iii. Valuable time spent focused on items that cannot happen when teachers are focused on direct care.

#### **Committee Reports**

- 1) **Exec (Bruce, 5.41pm)**
  - a. Working on committee charter.
  - b. Recruitment of new members.
  - c. Expansion
  - d. Started work on Retreat topic planning.
- 2) **Board Dev (Lexi, 5.42pm)**
  - a. Completed official onboarding of new members.
  - b. New board members have received their committee assignments.
  - c. Ongoing planning for membership organization status change.
  - d. Started off-cycle recruitment process for new board members to fill current vacancies.
    - i. 2 members have resigned in past 12 months. Per our bylaws, we can appoint two new members to fulfill these vacant terms.
  - e. Charter completed and presented

i. Budget request item - \$5000 for Board retreat and ongoing board engagement activities.

1. Ask is that all committees will have their charters completed, including budget item, for September meeting.

a. Budget item is intended as a process for spending the line item already in the budget for board expenses.

**3) Effectiveness Working Group (Mary, 5.49pm)**

a. Going forward, work from this group be conducted under Board Dev.

**4) Finance (5.50pm)**

a. No report.

**5) SPC (5.51pm)**

a. No report.

**6) Expansion (Andy, 5.51pm)**

a. Document created by Exec that described Expansion committee tasks, roles and responsibilities, etc. has been nuanced to highlight current work being performed in Expansion committee.

b. Met with representative from Fred Hutch philanthropy.

c. Met with Point B representative

i. Business plan preparation.

ii. Additional meetings with Point B and all Expansion committee members will be scheduled. This will lead to draft charter for committee.

iii. Board discussion: cost of Point B services.

iv. Goal is to have next meeting with Point B prior to next scheduled meeting with Lynne Kornblatt (currently scheduled for 9/19).

**7) IT/Communications (5.57pm)**

a. No report.

**Actions Item(s)**

1) Committee charters ready to present for September board meeting, including budget item (Committee Chairs)

**Meeting adjourned: 5.57 pm**

**Minutes taken by:** Lauren Young

**Next Board Meeting:** Thursday, September 26th, 4:30 – 6 PM, Yale J1-102